

REGION 6 PLANNING COMMISSION

FY 2019

TRANSPORTATION PLANNING WORK PROGRAM

Final

April 30, 2018

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

RESOLUTION

**A RESOLUTION TO APPROVE THE FY 2019 REGION 6 PLANNING
COMMISSION TRANSPORTATION PLANNING WORK PROGRAM**

WHEREAS the Region 6 Planning Commission has prepared and amended the FY2019 Transportation Planning Work Program and received the input of the Region 6 Planning Commission Transportation Committee, and IDOT/HWA/FTA.

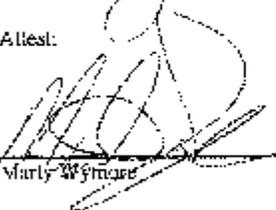
NOW, THEREFORE, BE IT RESOLVED BY THE REGION 6 PLANNING COMMISSION:

Section 1: The FY 2019 Transportation Planning Work Program is hereby approved.

Approved this 30th day of April 2018.



Judy Anderson, Chair

Attest:


Marty Wyman

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Regional Planning Area

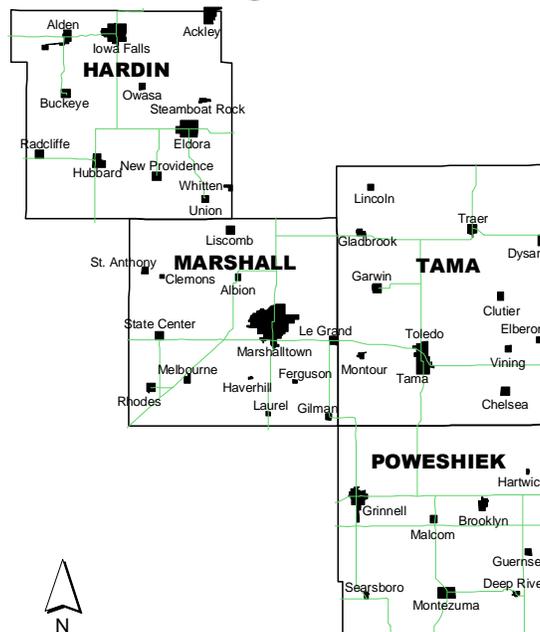
Region 6 Planning Commission serves Hardin, Marshall, Tama and Poweshiek Counties. The four cities over 5,000 in population within the region are Iowa Falls, Marshalltown, Grinnell and the combined cities of Tama and Toledo. At the time of the 2010 US Census, the total regional population was 94,963. This is a slight decrease from the 2000 Census. The estimated population for this region for the last year available – 2015 – is 94,000 (American Factfinder Annual Estimates of Resident Population 4/1/10 to 7/1/15). These numbers indicate a trend toward loss for the region, which decrease is spread over all four counties, with the least loss to Marshall County and the most loss to Tama County.

The Meskwaki Settlement is the only Native American Settlement in the State of Iowa, and it is located within the territory of Region 6.

The Region has a higher percentage of elderly persons than elsewhere in the state.

A map of the regional transportation network is illustrated below. The roads on the federal highway system passing through the region are Highways 30, 330 and 20. Interstate 80 bisects the south end of the region.

Region 6



The primary focus of transportation planning and resources in the region is the maintenance of the existing transportation system. Increasing efficiency and capacity to meet area needs are continuing challenges.

Especially in the most rural areas of the Region, someone without a driver's license or vehicle faces daily transportation challenges. The regional transit system is not designed to provide transportation for employment to non-disabled workers. For many disabled people, public transit is their only resource for transportation. However, the current system is expensive for non-locally supported rural rides. The federal transit assistance funds for transit services in Region 6 (Peoplerides and Marshalltown Municipal Transit) come from two federal transit assistance programs. FTA capital funds are not going to be readily available for vehicle replacements. Peoplerides may need to convert FTA operating funds to capital for vehicle replacements. Changes to the existing public transportation system will be needed to enable more people to access services and employment in the Region. Providing accessible and affordable transit options, and attracting people to use alternative modes, such as public transit, will be an ever-increasing challenge into the future.

The challenges of maintaining city streets and county roads and bridges are significant. The road use tax fund is not increasing at the level that costs are increasing. The federal transportation funding is also not increasing. The result will be a system that is unsafe and inefficient to move goods and services.

Incorporated cities across Region 6 are responsible for operating and maintaining 511 miles of roads, 89 of which are major roads that are eligible for federal aid assistance. If all the improvement work is limited to the federal aid system, that system could be resurfaced with current funding and expenditures about every 10 years. However, significant work is also needed on the local collector city streets. The local streets comprise 83% of the system. The surface of the federal aid network will be in very poor condition in 10 to 15 years.

Increasing the city general fund compensation area is not feasible. Improving the city road system in the future will likely require disinvesting in parts of the system, increasing property taxes, establishing special assessment districts, and/or increasing the gas taxes (federal and state). Counties across Region 6 are responsible for maintaining 4,062 miles of roads, 1,365 of which are federal aid eligible miles. These are generally the paved, county-maintained roads. There is not enough funding in the counties to meet bridge replacement needs.

The future challenges of maintaining the county secondary road system are significant and steep. The road use tax fund and farm to market account is not increasing. The federal transportation funding is also not increasing. Increasing the county secondary road fund is not feasible. The property tax growth due to rollbacks will not be significant. The only option for counties to significantly increase revenues is to rely upon the debt service fund for major improvement projects. Counties may need to resort to converting some hard surfaced roads to granular because there is not sufficient revenue.

I. Description of TPWP Development Process

Region 6 Planning Commission's Transportation Planning Work Program (TPWP) serves as a guide by which to carry out FAST ACT activities. This document contains descriptions of the organizational structure and committee members. It includes information about the four-county region and its demographics, a descriptive list of tasks, staff information, and budget documentation. Region 6 incorporates lessons learned from the previous years in its TPWP. This work program includes components as federal or state policy dictates.

All Region 6 planning documents are interrelated and overlapping, and all are developed with input by community members from Hardin, Marshall, Tama and Poweshiek Counties. Region 6 Planning Commission has completed and formally adopted a federal EDA Comprehensive Economic Development Strategy (CEDS), which includes transportation planning as an integral part of the economic development strategy for the region. On February 24, 2014, a Long Range Transportation Plan 2014-2034 for Region 6 was formally adopted. On April 7, 2015, the Region 6 Passenger Transportation Plan (PTP) was formally adopted by the Region 6 policy board. Implementation of the FY2016-2020 PTP will continue in FY 2019 with attendance by the transit manager and other staff at meetings, forums, transportation summit, and other transit-related workshops and seminars.

Community participation in the preparation of all planning documents follows the Region 6 Public Participation Plan. The public participation process involves public hearings, committee meetings, local forums, in-person interviews/surveys, and activity-related focus group sessions. The Public Participation Plan is reviewed, revised if needed, and any adjustments are approved by the Region 6 Policy Board. Participation and input of key stakeholders are crucial to the process and the projects.

Public participation in the planning process is invited through publicizing notices of public hearings in local newspapers and on the information board at the Region 6 Planning Commission office. Press releases also are provided to local newspapers and radio stations. Input from all of these activities is assembled and documented by Region 6 Planning Commission staff. Public input is also sought through online and hard copies of surveys regarding specific issues and designed for development of specific plans. Surveys were included in the planning process for the CEDS, the Passenger Transportation Plan (PTP), and the Long Range Transportation Plan. All Region 6 planning documents are available for public review at the Region 6 Planning Commission office and posted on the Region 6 website at www.region6planning.org. Public participation activities are summarized in subsequent sections of this document.

Region 6 submitted a draft of the FY2019 TPWP to Iowa Department of Transportation, the Federal Transit Administration, and the Federal Highway Administration for comments. The comments of those agencies are addressed in the final TPWP, and the Region 6 Policy Board reviewed and adopted the FY2019 TPWP before submitting on or before June 1, 2018.

II. Region 6 Organizational Structure

The Region 6 Executive/Policy Board reflects the region's population and business demographics and is representative of the various objectives of Region 6: economic and community development, transit, housing, and transportation. The Region 6 Executive/Policy Board and Transportation Committee are outlined below. The Transportation Committee works under the Executive/Policy Board of Region 6, which is responsible for the day-to-day operation of the Commission. The Executive/Policy Board of Region 6 reviews the direction of the Transportation Committee and makes any necessary final actions.

Region 6 Executive/Policy Board

1. GOVERNMENT REPRESENTATIVES (51-65%)

Elected officials and/or employees of a general purpose unit of state, local or Indian tribal government who have been appointed to represent the government. Articles require seats noted below. 8 required (min).

NAME	GOVERNMENT	POSITION
Kendall Jordan	Tama County	Board of Supervisors
Lance Granzow	Hardin County	Board of Supervisors
Larry Wilson	Poweshiek County	Board of Supervisors
Jody Anderson, Chair	City of Iowa Falls	City Administrator
Michelle Spohnheimer	City of Marshalltown	City Housing Administrator
Gordon Canfield	City of Grinnell	Mayor
Trudi Scott	City of Gladbrook	City Council

2. NON-GOVERNMENT REPRESENTATIVES (35-49%)

5 required minimum. 1 minority rep strongly preferred (public or private).

A. Private Sector Representatives: *Any senior management official or executive holding a key decision-making position, with respect to any for-profit enterprise. (At least one required).*

NAME	COMPANY/ENTERPRISE	POSITION
Mark Schoborg, Vice Chair	Self-Employed	Independent Business Owner
Dave Thompson, Secty/Treas	Thompson True Value & Marshall County Board of Supervisors	Owner
Roger Luehring	Clapsaddle-Garber Associates	Finance Manager

B. Stakeholder Organization Representatives: *Executive directors of chambers of commerce, or representatives of institutions of post-secondary education, workforce development groups or labor groups. (At least one required).*

NAME	ORGANIZATION	POSITION
Open	Open	Open
Cindy Litwiller	Chamber of Commerce or Economic Development Group	Director

Region 6 has a transportation advisory committee that operates under the Executive Board.

Transportation Committee

The purpose of the Transportation Committee is to plan and program the Surface Transportation Program (STP) funds allocated for Region 6 counties. Three voting members from each of the four counties serve on the Committee. Peoplerrides, the regional transit system operated by Region 6, also has one vote. One of the two members from each county is the County Engineer. A second member is a city engineer or city administrator from a city with a population of over 5,000 people. A third member from each county represents Transportation Alternatives Program (TAP) interests. The two non-voting (ex officio) members on this committee represent the State of Iowa Department of Transportation and the Marshalltown Municipal Transit, the only municipal transit system serving the Region.

Transportation Technical Committee	Name	Title	County, City or Agency Represented
Voting Member	Taylor Roll	County Engineer	Hardin County
Voting Member	Jody Anderson	City Administrator	City of Iowa Falls (Hardin County)
Voting Member	Paul Geilenfeldt	County Engineer	Marshall County
Voting Member	Justin Nickel	Public Works Director	City of Marshalltown, Marshall County
Voting Member	Lyle Brehm	County Engineer	Tama & Poweshiek Counties
Voting Member	Russ Behrens	City Administrator	City of Grinnell, Poweshiek County
Voting Member	Dan Zimmerman; John Lloyd	Mayor of Tama; Mayor of Toledo	Tama/Toledo urbanized area (1 vote), Tama County
Voting Member	Marty Wymore	Director	Region 6 Transit/Peoplerrides
Non-Voting (ex officio)	Andy Loonan	IA DOT	State of Iowa
Non-Voting (ex officio)	Richard Stone	Municipal Transit Director	Marshalltown Municipal Transit
Non-Voting (ex officio)	Larry Lasley	Econ. Dev. Director	Meskwaki Tribe

Region 6 Staff

Region 6 staff also plays a key role in developing effective regional strategies. Region 6 benefits from a creative and talented staff with extensive experience in transportation planning, regional transit operations, project management, and grant administration. Region 6 staff stays abreast of project challenges and new potential projects that are a good fit for the regional program.

Other Representation

The Meskwaki Settlement is included on Region 6 Transportation Planning mailing lists. They are informed about meeting agendas and application deadlines. Periodically Region 6 staff consults with Meskwaki staff to discuss upcoming projects.

III. Description of Planning Activities/Work Elements

A. Transportation Planning Work Program (TPWP)

Objective: To ensure that all required transportation planning documents are completed and submitted to the IDOT in a timely manner.

Previous Work: TPWP 2018 was adopted on June 19, 2017. An Amendment was adopted on September 25, 2017, and submitted to IDOT, FHWA, and FTA.

Project Description: The Transportation Planning Work Program is an annual document that requires the approval of the Region 6 Planning Board of Directors. This planning document is prepared in one fiscal year for the following fiscal year. If the total aggregate TPWP budget changes more than 10%, it also requires approval of the Board of Directors.

No public hearing is required for TPWP approval, but the public is allowed to provide comments at the Board of Directors and Transportation Committee meetings concerning the TPWP.

Product: Transportation Planning Work Program FY2020.

Completion: During FY 2019, a draft TPWP for the coming FY 2020 will be developed and reviewed by the Transportation Committee prior to full recommendation to the Board of Directors. Comments from the Transportation Committee will be forwarded to the Board of Directors. Iowa DOT comments will be addressed in the final document and the Region 6 Board will review, approve, and adopt the final FY 2020 TPWP.

B. Transportation Improvement Program (TIP)

Objective 1: Maintain and review/revise 2019-2022 TIP projects as needed.

Previous Work: During FY 2018, Region 6 Planning Commission has worked with engineers, cities and counties to implement the projects programmed in the 2018-2021 STIP and made appropriate revisions to the projects in TPMS. Region 6 staff monitored projects with local federal aid funds to maintain fiscal constraint.

Region 6 staff maintains a running spreadsheet of local federal aid projects. Projects included in the Transportation Improvement Program are monitored to ensure that they are fiscally responsible and completed on a timely schedule. The TIP is reviewed and updated annually. Region 6 staff schedules all meetings and provides minutes of same for the Transportation Committee.

Project Description: Region 6 staff will continue to work with engineers, cities and counties to maintain the FY 2019-2022 TIP. Region 6 staff maintains a running spreadsheet of local federal aid projects. Projects included in the Transportation Improvement Program are monitored to ensure that they are fiscally responsible and completed on a timely schedule. The TIP is reviewed and updated annually. Region 6 staff schedules all meetings and provides minutes of same for the Transportation Committee.

Product: Project completion and fiscal constraint of FY2019-2022 Region TIP.

Completion: Ongoing

Objective 2: Develop a fiscally responsible Transportation Improvement Program of projects that will accomplish the Regional Transportation Planning Expectations of the Iowa DOT. The final TIP will be a program of projects for FFY 2020-2023.

Previous Work: Region 6 staff scheduled and noticed a public meeting of the Transportation Committee on January 18, 2018, to review status of projects included in the FY2019-2022 TIP. A deadline of March 23, 2018, for all new applications for the FY2020-2023 TIP was set, and a meeting was scheduled for March 29, 2018, to discuss applications and develop the program for the next 4 years. A request for proposals with attached application was then emailed to members of the Transportation Committee, cities, counties, trail committees, and any other interested parties. Region 6 staff maintains a running spreadsheet of local federal aid projects, which was shared with committee members as a guide at the meeting. Subsequently, a revised spreadsheet based on discussion and decisions made at the meeting was emailed to committee members for approval. Committee approved the final list of projects and recommended same for inclusion in the Region 6 TIP and for adoption by the Policy Board.

Project Description: Region 6 staff works with region communities to solicit, monitor, and assist in implementation of regional transportation and transportation alternative projects. Region 6 utilizes TPMS database for TIP Program development to achieve consistency and increase reliability in its planning efforts. An annual Transportation Improvement Program of projects for the succeeding four years was developed with the Regional Transportation Planning Expectations of the Iowa DOT as a guide.

Early in the calendar year a meeting of the Transportation Committee is held to review status of projects. Minutes of the previous meeting are read and approved. A deadline in March or April is set as well as a date for the next meeting shortly thereafter to discuss applications and develop the program for the next 4 years. A request for proposals with attached application is emailed to members of the Transportation Committee, cities, counties, trail committees, and any other

interested parties. Region 6 staff compiles the information included in the TIP and update in TPMS. Region 6 staff publishes notice of a public policy board meeting in which the draft TIP is on the agenda for adoption in, and the final Region 6 TIP is submitted.

Product: Transportation Improvement Program 2020-2023.

Completion: A draft 2020-2023 TIP will be subject to a public review, approved by the Region 6 Transportation Committee, and submitted to the Office of Program Management on or before the June 15 deadline. A final Region 6 TIP will be submitted to the Office of Program Management for inclusion in the State TIP on or before the July 15 deadline.

C. Transportation Planning: LRTP, PPP, and Transportation Planning – General

Objective 1: **Long-Range Transportation Plan (LRTP).** Ensure the planning activities correspond to the Plan and that the Plan remains relevant to changing needs and opportunities. The LRTP is a twenty-year planning document that will be reviewed annually with the Region 6 policy board, and revised every five years.

Previous Work: In FY2017, Region 6 staff conducted an informal regional transportation planning needs assessment by interviewing city and county officials and engineers in the region in an ongoing effort to determine and fulfill regional transportation needs. Region 6 staff reviewed the LRTP with the policy board, specifically the five-year regional transportation goals and any current or anticipated transportation problems and opportunities.

Project Description: During FY 2019, Region 6 Planning staff will review the current LRTP with the Policy Board to ensure that planning activities correspond to the goals set out in the Plan and that the Plan remains relevant to changing needs and opportunities and update if needed. Public participation/input will be a key component of this review process.

Product: Review of current Long Range Transportation Plan 2014-2034.

Completion: Ongoing. A full update of the Region 6 LRTP is scheduled for completion February 1, 2020.

Objective 2: **Long-Range Transportation Plan (LRTP) 2020-2040.** Begin planning work for LRTP 2020-2040.

Previous Work: In FY2017, Region 6 staff conducted an informal regional transportation planning needs assessment by interviewing city and county officials and engineers in the region in an ongoing effort to determine and fulfill regional transportation needs. The current LRTP was adopted by the Region 6 Policy Board on February 24, 2014. The LRTP is posted on the Region 6 Planning Commission website at www.region6planning.org,

Project Description: Beginning mid-summer 2018 through early 2019, Region 6 staff will talk to most cities, counties, and others about transportation needs. Public participation/input will be a key component of this review process.

Product: Long Range Transportation Plan 2020-2040.

Completion: Ongoing. A full update of the Region 6 LRTP is scheduled for completion February 1, 2020.

Objective 3: **Public Participation Plan (PPP).** Ensure the planning activities correspond to the Plan and that the Plan remains relevant to changing needs and opportunities. The PPP is reviewed and updated as needed.

Previous Work: The PPP was last updated and adopted by the Region 6 Policy board on April 27, 2015. A copy of the PPP is provided to the Policy Board and posted on the Region 6 Planning Commission website at www.region6planning.org.

Project Description: During FY 2019, Region 6 Planning staff will review the PPP and update as needed. Public participation/input will continue to be a key component of all planning documents. The PPP is reviewed on a regular basis as it is adhered to when completing the TIP, LRTP, PTP and other projects.

Product: Current and relevant Public Participation Plan.

Completion: Review annually. As there have not been any changes to the PPP document resulting from previous annual reviews by the policy board, the PPP is not listed as a separate planning element in the TPWP budget. The review is done as a part of the general Transportation Planning process. See budget below.

Objective 4: **Transportation Planning – General.** Maintain current transportation systems (roads, transit, airports, etc.). Develop improved highways to encourage economic development, reduce congestion, and improve safety.

Previous Work: Assisted with the development of regional projects.

Project Description: Implement goals contained in Region 6 Long-Range Transportation Plan. Encourage public participation in planning and programming to reflect local needs.

Product: N/A.

Completion: Ongoing.

Objective 5: **Transportation Planning – General.**

Previous Work: Participated in Highway 30 Coalition and passenger rail advocacy group discussions and activities.

Project Description: Continue to participate in passenger rail advocacy group discussions. Continue to participate in Highway 30 Coalition advocacy group activities.

Product: N/A.

Completion: Ongoing.

Objective 6: **Transportation Planning – General.** Encourage transportation planning as an integral part of comprehensive and land use planning of local jurisdictions.

Previous Work: Recent comprehensive planning in the region completed or assisted by Region 6 Planning Commission staff have included transportation elements. Goals and projects related to transportation, trail and recreational amenities, and transit opportunities were also included in the Comprehensive Economic Development Strategy adopted in 2012.

Project Description: Region 6 Planning Commission will continue to encourage its communities and counties to create or update existing comprehensive/land use plans according to smart growth principles. It is the goal of Region 6 transportation planning to emphasize transportation systems, including all modes of transportation (e.g. transit and trail projects) in all comprehensive and land use plans. Goals and projects related to transportation, trail and recreational amenities, and transit opportunities will also be included in the current Comprehensive Economic Development Strategy (CEDS).

Product: Comprehensive/Land Use Plans and CEDS plan for the region’s communities and counties, including all modes of transportation and transit planning policy and activities.

Completion: Ongoing

Objective 7: **Transportation Planning – General.** Transportation-related program maintenance. Compile data and prepare transportation planning quarterly reports and reimbursement requests; attend statewide quarterly transportation meetings; review and/or participate in state transportation initiatives. Maintain budget.

Previous work: Compiled work hours and costs data per work element and prepared appropriate transportation planning quarterly reports and reimbursement requests. Attended statewide quarterly meetings and/or teleconferences. Responded to information requests by DOT and/or FHWA; reviewed funding opportunities; maintained budget.

Project Description: Continue as listed above – will compile data, prepare reports and reimbursement requests as scheduled. Will attend quarterly meetings, complete surveys, review and comment on state planning efforts, provide information requested by state DOT and/or FHWA, review funding opportunities, and maintain Region 6 budget.

Completion: Reimbursement reports and requests are ongoing. Budget maintenance is ongoing. Review of funding opportunities and response to information requests is ongoing. Transit manager and staff attend annual transportation summit in Ankeny. Staff will continue to attend DOT quarterly meetings and webinars.

Objective 8: **Transportation Planning – General.** Title VI Report – Title VI report is required to be submitted every three years.

Previous work: Last report update completed in 2017.

Project Description: Update Title VI report.

Completion: Next report deadline May 1, 2020.

Objective 9: **Transportation Planning – General.** RPA Review.

Previous work: Completed form provided by DOT in preparation for RPA review. Completed review with DOT & FHWA personnel. Participated in RPA review in Region 6 office in Marshalltown on October 18, 2017.

Project Description: Next RPA review date has not been scheduled.

Completion: As requested by IDOT personnel.

D. Trail Usage Counting

Objective 1: Assist trail groups around the region in obtaining trail usage counts.

Previous Work: Purchased 17 infrared counters for use on recreational trails in Grinnell, Marshalltown, Marshall County, Iowa Falls, and Hardin County. Region 6 staff assisted with placing the equipment in the mounting boxes, retrieving data, and retrieving equipment at the end of the year. Region 6 Planning Commission will own and insure the equipment, including the equipment boxes and locksets.

Project Description: Continue to assist with placement and maintenance of equipment and retrieval of data and equipment.

Product: Trail use counts and maintenance.

Completion: Ongoing.

E. Transit Planning: Passenger Transportation Plan (Objective 1) and Passenger Transportation Planning – General (Objective 2)

Objective 1: Implement the current five-year Passenger Transportation Plan.

Previous Work: The current 5-year PTP was developed and adopted during FY 2015. This Plan included participation by community members from all four of the Region 6 counties through countywide public input meetings and an online survey. The survey was also printed out for distribution to Peoplerides drivers and staff, seniors, clients of participating social service agencies, and anyone who requested one. The PTP assesses current and future transit needs and identifies potential transit-related projects and activities. It also reviews data gathered over the preceding years. Information regarding transit inventories and transportation needs was assembled and documented by the Region 6 Planning Commission staff. Region 6 Planning Commission and Peoplerides staff is involved in regular monthly or quarterly county-level passenger transportation discussions around the region. Region 6 transit staff participates in existing human service oriented group discussions.

Project Description: Region 6 will submit a document listing notes of meetings attended on or before July 31, 2018 deadline.

A first draft of a full rewrite of the PTP is not due until February 1, 2019. In lieu of monthly or quarterly regional TAG meetings, Peoplerides transit director and staff will attend local and regional social services group meetings that include passenger transportation discussions and attend WARTS (Western Alliance Regional Transit Systems) meetings. Region 6 planners and Peoplerides transit

director and staff will hold at least one TAG public input forum. Region 6 planners and Peoplerides transit director and staff will attend and participate in the annual Transportation Summit held each spring.

Product: Implementation of the current PTP will take place during FY 2019. Research and information will be gathered and a draft of the full PTP will be submitted in FY2019.

Completion: Ongoing, with draft deadline 2/1/19 and final deadline 5/1/19.

Objective 2:

- Increase ridership by making passenger transportation services more attractive and more accessible.
- Assist disabled people with access to jobs and needed services.
- Assist elderly and general public access to needed services.
- Provide affordable and available rides.
- Assist elderly and general public access to critical services – meal sites, grocery stores.
- Provide services that allow elderly to remain independent and in the home.

Previous Work: Region 6 worked to develop more scheduled routes with service on a consistent day of the week.

Region 6 worked to maintain and improve the existing fleet and update vehicles and equipment. Region 6 continued its effort to discover and address unmet transit needs through innovative methods. The regional transit system pursued funding sources to provide safe, efficient, and convenient services.

Project Description: Region 6 will continue to pursue enhanced services and increased funding for Peoplerides. Region 6 will continue to be proactive in enhancing existing rural transit services, such as adding regularly-scheduled trips from smaller communities to employment centers and health care facilities.

Region 6 will continue to increase its marketing efforts.

Region 6 will attempt to expand its hours of service.

Region 6 will continue to coordinate the existing vehicle fleet and to address unmet transit needs through innovative methods. Funds for new vehicles will be sought.

Product: Enhanced transit services and increased efficiencies.

Completion: Ongoing. All six items of this objective are a high priority for Region 6/Peoplerides. During FY 2019, Region 6 will continuously look for

opportunities to, and work toward, enhancing transit services and increasing efficiency.

F. Transportation Alternatives Planning Assistance

Objective 1: Increase Region 6 Planning Commission's role in public health and public safety commitment. Recreational trails provide public health, transportation, and many other benefits. Increasing modal opportunities is a key goal of the transportation planning process.

Previous Work: Region 6 staff actively participates in the planning of local and regional trail systems in the region. Region 6 has supported public health and public safety through its trails funding. Region 6 has advocated for public policy changes that will increase recreational activities and safety for pedestrians and bicyclists. Region 6 has assisted community efforts in trail development and grant writing support for funding opportunities. Region 6 has actively recruited communities in the four-county area to develop Safe Routes to School programs and to apply for Safe Routes grant funding.

Project Description: Design and implement public health and public safety initiatives. Region 6 will continue to assist communities in applying for trail funding. Region 6 will continue its efforts to improve conditions for bicycling and walking in the region. Region 6 staff will continue to participate in trail planning and implementation.

Product: Increased public health and public safety through pedestrian/bike trails; enhanced community facilities.

Completion: Ongoing.

G. Highway 14 Planning Study

Previous Work: This work item involved working with the City of Marshalltown to hire a consultant to complete and prepare IA Highway 14 Corridor Study: Anson Street to the North Corporate Limits Marshalltown, Iowa. Region 6 was responsible for sending out RFPs for project, selecting and hiring the consultant.

Product: Planning Study of corridor of Iowa Highway 14 from Anson Street to the North Corporate Limits in the City of Marshalltown, Marshall County, Iowa, including area East of Highway 14/North 3rd Avenue to North 5th Avenue. The IDOT will be converting the current 4 lanes of traffic across the corridor from 4 lanes to 3 lanes. The conversion will be a unique opportunity to review alternative uses, right of way, pedestrian and bicycle accommodations, landscaping and beautification, zoning, connectivity of uses, and other urban renewal type opportunities.

Completion: The work of Region 6 was completed on or before June 30, 2018.

IV. Project Budget and Funding Sources

Budget Summary

Activity/Work Element	FTA 5305e New	FTA 5305e C/O	FHWA STP C/O	FHWA SPR	FHWA SPR C/O	Local Match	Total
Work Program	\$336	\$560				\$224	\$1,120
TIP	\$5,302	\$8,846				\$3,537	\$17,685
Transportation Planning – General (Includes LRTP Review and PPP Review)	\$5,037	\$8,403				\$3,360	\$16,800
Trail Usage Counting	\$1,343	\$2,241				\$896	\$4,480
Transit Planning (includes PTP implementation and review)	\$4,030	\$6,722				\$2,688	\$13,440
Transportation Alternatives Planning Assistance	\$8,395	\$14,005				\$5,600	\$28,000
Totals	\$24,443	\$40,777				\$16,305	\$81,525

Expenses

Salaries	\$51,425
Benefits	\$13,000
Travel	\$2,000
Legal Publications	\$100
Planning Consultant Contract	\$0
Indirect Admin.	\$15,000
TOTAL	\$81,525

Project Expenses by Quarters

Q UARTER 1	\$20,000
QUARTER 2	\$20,000
QUARTER 3	\$25,000
QUARTER 4	\$16,525
TOTAL	\$81,525

Cost by Activity

ITEM	EMPLOYEE HOURS	COST
Work Program	20	\$1,120
TIP	315	\$17,685
Transportation Planning General	300	\$16,800
Trail Usage Counting	80	\$4,480
Transit Planning	240	\$13,440
Transportation Alternatives Program Assistance	500	\$28,000
TOTAL	1,455	\$81,525

Project Staffing

Region 6 Planning Commission will utilize existing staff to meet the objectives in this Work Program. Primary project staff will include:

- Marty Wymore, Executive Director
- New Staff (June or July), Planner
- Mark Newberg, Planner
- LeAnn Lynch, Peoplerides Transit Director

Project staff will work together to coordinate and accomplish the projects as outlined in this Work Program.

V. Resolution/Board Approval

A finalized TPWP will be presented to the Region 6 policy board for approval and adoption.

VI. Additional Required Items

A. Cost allocation methodology.

See attached *Region 6 Planning Commission Administrative Cost Allocation Plan*.

B. Disadvantaged Business Enterprise (DBE) information

In an effort to support the local economy and maintain good relations with local vendors for emergency needs, Region 6 Planning Commission purchases locally, where possible. In most instances, this is also the most cost-effective. Where appropriate, Region 6 encourages vendors to become DBE certified. Region 6 Planning Commission periodically reviews the DBE certified list to determine if there are available contracting opportunities for Region 6 Planning Commission services. If there are opportunities, Region 6 Planning Commission will solicit quotes or information from IDOT Certified DBE firms.

VII. Description of TPWP Revisions and Approval Procedures

Overview

2 CFR 200 describes the uniform administrative rules for Federal grants and cooperative agreements and subawards to State, local and Indian tribal governments. These requirements apply to metropolitan planning (PL) and State Planning and Research (SPR) grants. FTA has similar requirements documented in FTA Circular 5010.1C, which apply to FTA metropolitan planning grants. Iowa uses a Consolidated Planning Grant where FHWA and FTA planning funds are combined into a single fund managed through FTA's TrAMS system. The uses of these funds are documented in the work programs of the Iowa DOT, MPOs, and RPAs.

Waiver of approvals

All work program changes require prior written Federal approval, unless waived by the awarding agency. [2 CFR 200.308](#) outlines different types of revisions for budget and program plans, and this [FHWA memo on prior approvals](#) summarizes revisions that require prior Federal approval, as well as other miscellaneous actions and allowable costs that require prior Federal approval.

Types of TPWP revisions that require Federal approval include, but are not limited to, the following:

- Request for additional Federal funding.
- Transfers of funds between categories, projects, functions, or activities which exceed 10% of the total work program budget when the Federal share of the budget exceeds \$150,000.
- Revision of the scope or objectives of activities.
- Transferring substantive programmatic work to a third party (consultant).
- Capital expenditures, including the purchasing of equipment.

- Transfer of funds allotted for training allowances.

Types of revisions that require Iowa DOT approval include:

- Transfers of funds between categories, projects, functions, or activities which do not exceed 10% of the total work program budget, or when the Federal share of the budget is less than \$150,000.

Types of revisions that require MPO/RPA approval include:

- Revisions related to work that does not involve federal funding.

Revision and Approval Procedures

- All revision requests from MPOs and RPAs should be submitted electronically to the Iowa DOT Office of Systems Planning and the agency's District Planner. If all necessary information is provided, the request will then be forwarded to the FHWA and FTA for review and any necessary approvals.
 - Revision requests shall, at a minimum, include:
 - A resolution or meeting minutes showing the revision's approval.
 - Budget summary table with changes highlighted/noted.
 - Modified section(s) of the plan's work elements with changes highlighted/noted.
- Revisions where **FHWA/FTA** is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement.
- Revisions where the **Iowa DOT Office of Systems Planning** is the designated approving agency shall require written approval by the Iowa DOT Office of Systems Planning prior to commencement of activity or request for reimbursement.
- Revisions where the **MPO or RPA** is the approving agency shall be approved by the Policy Board.
- Notification by the approving agency will be in writing.

NOTE: All necessary TPWP approvals shall be in place prior to the commencement of activity, purchasing of equipment, or request for reimbursement. More specifically in regards to the procurement of equipment and services, there should be no notification of award, signed contract, placement of an order, or agreement with a contractor prior to receiving the necessary TPWP approvals.

Region 6 Planning Commission (42-1027105)

903 E Main Street

Marshalltown, IA 50158

641-752-0717 telephone, 641-752-9857 fax

Contact Person: Marty Wymore, Executive Director Email: mwymore@Region6planning.org

A. INTRODUCTION

Region 6 Planning Commission is a state/local government located in Marshalltown, Iowa. The Organization administers a variety of programs funded by Federal, State, and Local agencies. We are organized as a local government agency by Chapters 28E and 28H of the Code of Iowa. Our service area is Hardin, Marshall, Poweshiek, and Tama Counties in Iowa. We have no taxing authority upon our service area. Some of the programs we administer include—

- Public Transit operations – Peoplerides,
- Regional Planning Association for transportation functions,
- Economic Development Administration economic development district,
- Economic Development Administration revolving loan fund,
- Administer Community Development Block Grants and HOME grants for local cities and counties, and
- Regional planning for disasters, housing, and community development.

B. COST ALLOCATION METHODOLOGY

This proposal is for a Cost Allocation Plan (Plan) to cover the period beginning July 1, 2017 and ending June 30, 2018. This proposal is based on the Organization's actual costs reconcilable to the audited financial statements for its fiscal year ending June 30, 2016. The status of our cost allocation plan is (please select one):

- (a) This is our initial request for the approval of our cost allocation plan. None of the federal agencies have ever officially approved of our cost allocation plan.
- (b) We have received an official written approval of our cost allocation plan from Department of <XYZ> Federal funding agency (other than National Business Center, Department of Interior).
- (c) We have received an official written approval of our cost allocation plan from National Business Center, Department of the Interior.
- (d) We have not received a Federal official written approval of our cost allocation plan. We have only received approval from the Iowa Department of Transportation in prior years.

This proposal addresses all elements of cost incurred by the Organization and identifies shared costs that require allocation. The Organization treats all costs as direct costs except general administration. Joint costs are prorated individually as direct costs to each category and to each award using a base most appropriate to the particular cost being prorated. Therefore, the direct allocation method has been used in allocating indirect costs. Organization maintains adequate internal controls to insure that no cost is charged both directly and indirectly to Federal contracts or grants.

C. DIRECT COSTS

Direct costs are costs that can be identified specifically with a project and therefore are charged to that project. The accounting system records these costs as they are incurred within the series of accounts assigned for that purpose. Further distribution is not required.

D. INDIRECT COSTS

* If the indirect percentage for any employee is less than 100%, please include a description of the state entity's timekeeping system to support compliance with the standards of 2 CFR 225 Appendix B Subsection 8.h.(4). Also, please provide a recently completed time sheet.

I. INDIRECT FRINGE BENEFITS

Fringe benefits associated with the positions within the Administrative Services (Indirect) Pool are as follows:

Payroll taxes:			
	Social Security (6.2%)	\$	7,331.47
	Medicare (1.45%)	\$	1,714.62
	State Unemployment (0.1%)	\$	118.25
	IPERS - retirement (8.93%)	\$	10,559.67
	Total Payroll Taxes (16.68%)	\$	19,724.01

The Organization's fringe benefit policies should be included with initial proposal submission and only when updated thereafter. The costs shown below are the anticipated (budget) levels for the 7/1/18-6/30/19 period.

J. SCHEDULE OF FINANCIAL ASSISTANCE

See Schedule C.

K. ORGANIZATION CHART

See Schedule D

L. COST ALLOCATION PLAN CERTIFICATION

See Attached

SCHEDULE A – Elements of Cost

Elements of Cost (matches schedule B)	Allocation Methodology	Item Description
Contract labor	Indirect	Region 6 office cleaning
Driver: Vacation, holiday, sick	Direct	Vacation, holiday, sick for all transit drivers
Admin: Vacation, holiday, sick	Indirect	Vacation, holiday, sick for all administrative employees
Contract accounting	Indirect	Payroll processing services
Audit	Indirect	Audit services
Pre-audit	Indirect	Making year end adjustments prior to audit
Loan payment	Indirect	Loan payment on Region 6 building
Office supplies	Direct/Indirect	Indirect - General office supplies, computer repairs, copier lease; Direct - project specific items
Postage	Indirect	General postage
Legal	Indirect	Legal services
Business insurance	Direct/Indirect	Indirect - Liability and errors & omissions insurance, Direct - vehicle related
Telephone	Direct/Indirect	Indirect - General telephone lines, Direct - long distance & toll free
Legal publications	Direct/Indirect	Indirect - Publication of meeting minutes and bill list, Direct - project specific
Membership	Project hours	Membership in the Iowa Association of Regional Councils
Marketing	Direct/Indirect	Indirect - annual report, Direct - project specific
Travel	Direct/Indirect	Indirect - applicable to multiple projects, Direct - project specific
Fuel	Direct	Transit vehicle fuel
Repairs & maintenance	Direct	Transit vehicle repairs
Vehicle insurance	Direct	Transit vehicles insurance
Training, recruiting	Direct	All Region 6 training & recruiting
Miscellaneous	Direct	Newspapers, Iowa Public Transit Membership, county recorder fees, housing dust tests
Bad debt	Direct	Transit customer non-payment
Vehicle replacement reserve	Direct	\$0.07/mile set aside to replace vehicles
Utilities	Indirect	Gas, electric, water, and sewer services

ELEMENTS OF COST	7/1/18-6/30/19									
	BUDGET EXPENSES	UNALLOWED COSTS	PUBLIC TRANSIT	EDA	RPA PLANNING	HOUSING	CDBG ADMIN	GENERAL ADMIN		
Admin salaries & wages	\$ 313,189	\$ -	\$ 119,659	\$ 78,091	\$ 40,696	\$ 22,251	\$ 6,068	\$ 46,424		
Driver salaries & wages	\$ 261,132		\$ 261,132							
Transit overtime	\$ 6,395		\$ 6,395							
Fringe benefits	\$ 235,078		\$ 170,924	\$ 13,666	\$ 7,122	\$ 6,473	\$ 1,062	\$ 35,832		
Subtotal labor & fringes	\$ 815,794	\$ -	\$ 558,108	\$ 91,757	\$ 47,818	\$ 28,724	\$ 7,130	\$ 82,256		
Contract labor	\$ 1,500							\$ 1,500		
Driver: Vacation, holiday, sick	\$ 62,550		\$ 62,550					\$ -		
Admin: Vacation, holiday, sick	\$ 15,000							\$ 15,000		
Contract accounting	\$ 6,600							\$ 6,600		
Audit	\$ 17,000							\$ 17,000		
Pre-audit	\$ 2,500							\$ 2,500		
Loan payment	\$ -							\$ -		
Office supplies	\$ 16,850		\$ 4,350					\$ 12,500		
Postage	\$ 2,600						\$ 100	\$ 2,500		
Legal	\$ 500							\$ 500		
Business insurance	\$ 1,000							\$ 1,000		
Telephone	\$ 17,036		\$ 12,036			\$ -		\$ 5,000		
Legal publications	\$ 500		\$ 200		\$ 100	\$ 100		\$ 100		
Membership	\$ 3,600							\$ 3,600		
Marketing	\$ 1,616		\$ 816					\$ 800		
Travel	\$ 20,200		\$ 2,700	\$ 6,000	\$ 2,000	\$ 6,000	\$ 2,500	\$ 1,000		
Fuel	\$ 72,984		\$ 72,984							
Repairs & maintenance	\$ 78,435		\$ 78,435							
Vehicle insurance	\$ 32,174		\$ 32,174							
Training, recruiting	\$ 6,793		\$ 3,093	\$ 2,000		\$ 1,500	\$ 200			
Miscellaneous	\$ 1,200		\$ 100			\$ 900	\$ 200			
Bad debt	\$ 1,650	\$ 1,650	\$ 1,650							
Vehicle replacement reserve	\$ 21,532		\$ 21,532							
Utilities	\$ 7,000		\$ -					\$ 7,000		
Total services	\$ 390,820	\$ 1,650	\$ 292,620	\$ 8,000	\$ 2,100	\$ 8,500	\$ 3,000	\$ 76,600		
Total Region 6	\$ 1,206,614	\$ 1,650	\$ 850,729	\$ 99,757	\$ 49,918	\$ 37,224	\$ 10,130	\$ 158,856		

Schedule C
 FY 2015 Salary & Benefits
 07/01/2018 - 06/30/2019

POSITION	salary/period	STATE											SALARY & BENEFITS
		ANNUAL SALARY	SOCIAL SECURITY - 6.2%	MEDICARE - 1.45%	UNEMPLOYMENT - 0.1%	IPERS - 8.93%	HEALTH INSURANCE	LIFE INSURANCE	WORKERS COMPENSATION	TOTAL BENEFITS			
Salaried Positions													
Executive Director, Wymore	\$ 2,884.62	\$ 75,000.00	\$ 4,650.00	\$ 1,087.50	\$ 75.00	\$ 6,697.50	\$ -	\$ -	\$ 450.00	\$ 12,960.00	\$ 87,960.00		
Planner, New position	\$ 1,538.46	\$ 40,000.00	\$ 2,480.00	\$ 580.00	\$ 40.00	\$ 3,572.00	\$ 8,688.00	\$ 240.00	\$ 240.00	\$ 15,840.00	\$ 55,840.00		
Housing Specialist, Newberg	\$ 1,556.00	\$ 40,456.00	\$ 2,508.27	\$ 586.61	\$ 40.46	\$ 3,612.72	\$ 8,688.00	\$ 240.00	\$ 242.74	\$ 15,918.80	\$ 56,374.80		
Transit Manager, Lynch	\$ 1,893.46	\$ 49,229.96	\$ 3,052.26	\$ 713.83	\$ 49.23	\$ 4,396.24	\$ 8,688.00	\$ 240.00	\$ 295.38	\$ 17,434.94	\$ 66,664.90		
Assistant Transit Manager, Kenney	\$ 1,394.44	\$ 36,255.44	\$ 2,247.84	\$ 525.70	\$ 36.26	\$ 3,237.61	\$ 8,688.00	\$ 240.00	\$ 217.53	\$ 15,192.94	\$ 51,448.38		
Dispatcher, Burgess	\$ 1,264.80	\$ 32,884.80	\$ 2,038.86	\$ 476.83	\$ 32.88	\$ 2,936.61	\$ 8,688.00	\$ 240.00	\$ 197.31	\$ 14,610.49	\$ 47,495.29		
Administrative Support, Fuller	\$ 1,663.44	\$ 43,249.44	\$ 2,681.47	\$ 627.12	\$ 43.25	\$ 3,862.17	\$ 8,688.00	\$ 240.00	\$ 259.50	\$ 16,401.50	\$ 59,650.94		
Housing Specialist, Wentzien (contract)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Hourly Positions													
	hourly wage	Estimated Hours * Wage											
Marcia Whipple	\$ 15.81	\$ 32,887.40	\$ 2,039.02	\$ 476.87	\$ 32.89	\$ 2,936.84	\$ 8,688.00	\$ 240.00	\$ 197.32	\$ 14,610.94	\$ 47,498.34		
Ronald Hildebrand	\$ 14.74	\$ 15,324.40	\$ 950.11	\$ 222.20	\$ 15.32	\$ 1,368.47	\$ -	\$ -	\$ 91.95	\$ 2,648.06	\$ 17,972.46		
Jo Ellyn Reinertson	\$ 14.53	\$ 30,222.40	\$ 1,873.79	\$ 438.22	\$ 30.22	\$ 2,698.86	\$ 8,688.00	\$ 240.00	\$ 181.33	\$ 14,150.43	\$ 44,372.83		
Wayne Keller	\$ 14.33	\$ 11,173.50	\$ 692.76	\$ 162.02	\$ 11.17	\$ 997.79	\$ -	\$ -	\$ 67.04	\$ 1,930.78	\$ 13,104.28		
Frank Smoldt	\$ 13.92	\$ 28,943.20	\$ 1,794.48	\$ 419.68	\$ 28.94	\$ 2,584.63	\$ 8,688.00	\$ 240.00	\$ 173.66	\$ 13,929.38	\$ 42,872.58		
Bill Fisher	\$ 13.51	\$ 14,045.20	\$ 870.80	\$ 203.66	\$ 14.05	\$ 1,254.24	\$ -	\$ -	\$ 84.27	\$ 2,427.01	\$ 16,472.21		
Linda Hartwig	\$ 12.28	\$ 12,766.00	\$ 791.49	\$ 185.11	\$ 12.77	\$ 1,140.00	\$ -	\$ -	\$ 76.60	\$ 2,205.96	\$ 14,971.96		
Greg Lang	\$ 13.51	\$ 10,533.90	\$ 653.10	\$ 152.74	\$ 10.53	\$ 940.68	\$ -	\$ -	\$ 63.20	\$ 1,820.26	\$ 12,354.16		
Terry Wilkinson	\$ 13.30	\$ 10,374.00	\$ 643.19	\$ 150.42	\$ 10.37	\$ 926.40	\$ -	\$ -	\$ 62.24	\$ 1,792.63	\$ 12,166.63		
Jimmie Roberts	\$ 12.69	\$ 6,596.20	\$ 408.96	\$ 95.64	\$ 6.60	\$ 589.04	\$ -	\$ -	\$ 39.58	\$ 1,139.82	\$ 7,736.02		
Donna McAllister	\$ 13.10	\$ 10,214.10	\$ 633.27	\$ 148.10	\$ 10.21	\$ 912.12	\$ -	\$ -	\$ 61.28	\$ 1,765.00	\$ 11,979.10		
Fran Campbell	\$ 13.10	\$ 6,809.40	\$ 422.18	\$ 98.74	\$ 6.81	\$ 608.08	\$ -	\$ -	\$ 40.86	\$ 1,176.66	\$ 7,986.06		
Marshall Sealine	\$ 12.89	\$ 13,405.60	\$ 831.15	\$ 194.38	\$ 13.41	\$ 1,197.12	\$ -	\$ -	\$ 80.43	\$ 2,316.49	\$ 15,722.09		
Kim Shutts	\$ 12.69	\$ 26,384.80	\$ 1,635.86	\$ 382.58	\$ 26.38	\$ 2,356.16	\$ 8,688.00	\$ 240.00	\$ 158.31	\$ 13,487.29	\$ 39,872.09		
Hallie Wiese	\$ 12.89	\$ 26,811.20	\$ 1,662.29	\$ 388.76	\$ 26.81	\$ 2,394.24	\$ 8,688.00	\$ 240.00	\$ 160.87	\$ 13,560.98	\$ 40,372.18		
Mark Carnahan	\$ 12.28	\$ 12,766.00	\$ 791.49	\$ 185.11	\$ 12.77	\$ 1,140.00	\$ -	\$ -	\$ 76.60	\$ 2,205.96	\$ 14,971.96		
Christine Schuett	\$ 12.00	\$ 24,960.00	\$ 1,547.52	\$ 361.92	\$ 24.96	\$ 2,228.93	\$ -	\$ -	\$ 149.76	\$ 4,313.09	\$ 29,273.09		
Ted Sorem	\$ 12.89	\$ 26,811.20	\$ 1,662.29	\$ 388.76	\$ 26.81	\$ 2,394.24	\$ 8,688.00	\$ 240.00	\$ 160.87	\$ 13,560.98	\$ 40,372.18		
Total Annual		\$ 321,028.50	\$ 19,903.77	\$ 4,654.91	\$ 321.03	\$ 28,667.85	\$ 52,128.00	\$ 1,440.00	\$ 1,926.17	\$ 109,041.72	\$ 430,070.22		

Schedule C – Schedule of Federal Funding from 6/30/17 Audit

No schedule provided since federal expenditures less than required amount.

Schedule D – Organization chart as of May 1, 2018

REGION 6 PLANNING COMMISSION TABLE OF ORGANIZATION

Region 6 Planning Commission			
Region 6 Planning Commission Board of Directors			
Marty Wymore, Executive Director			
LeAnn Lynch, Transit Manager	Mike Wentzien, Housing Specialist (part time)	Donna Sampson, Senior Planner	Pam Fuller, Administrative Support
Beth Kenney, Assistant Manager	Mark Newburg, Planner		
Marcia Burgess, Dispatcher			
Drivers 7 (full time) 11 (part time)			

**MPU/RPA Self-Certification of
Procurement and Consultant Selection Procedures**

This is to certify that I have reviewed the Iowa DOT Purchasing Rules (Iowa Administrative Code 761, Chapter 20) and will ensure procurements or the selection of consultant firms for projects to be reimbursed with federal transportation planning funds will follow the policies and procedures outlined in the above-referenced purchasing rules.

Further, I certify that the following requirements will be adhered to for procurements and consultant services to be reimbursed with federal transportation planning funds:

- Capital expenditures, including the purchase of equipment, will be a separate line item in an approved Transportation Planning Work Program (TPWP) if the anticipated total cost exceeds \$5,000.
- An approved TPWP will specify that a project will involve consultant services prior to initiating the consultant selection process.
- Our agency will document the procedures utilized for the procurement or consultant selection, and will retain this documentation on file for a minimum of three years.
- When reimbursement is requested for capital expenditures or consultant services, we will provide our District Planner and the Office of Systems Planning, through email or hard copy, invoices documenting the expenditure(s) at the time the associated reimbursement request is submitted.

I declare to the best of my knowledge and ability that we will adhere to the above requirements.



(Signature)

Marty Bymore

(Please Print Name)

Director

(Title)

Regional Planning

(Name of Organization)

4/30/18

(Date Signed)

(Signed by the official having the authority to initiate procurements or consultant selection for the organization or by a higher-level official.)

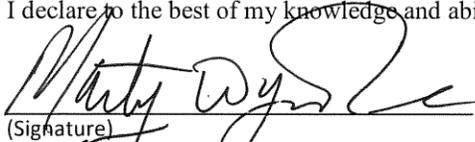
MPO/RPA Self-Certification of Procurement and Consultant Selection Procedures

This is to certify that I have reviewed the Iowa DOT Purchasing Rules (Iowa Administrative Code 761, Chapter 20) and will ensure procurements or the selection of consultant firms for projects to be reimbursed with federal transportation planning funds will follow the policies and procedures outlined in the above-referenced purchasing rules.

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- When reimbursement is requested for capital expenditures or consultant services, we will provide our District Planner and the Office of Systems Planning, through email or hard copy, invoices documenting the expenditure(s) at the time the associated reimbursement request is submitted.

I declare to the best of my knowledge and ability that we will adhere to the above requirements.


(Signature)

Marty Wymore
(Please Print Name)

Director
(Title)

Region 6 Planning
(Name of Organization)

4/30/18
(Date Signed)

(Signed by the official having the authority to initiate procurements or consultant selection for the organization or by a higher level official.)
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